



## ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

Date Posted: May 24, 2013

**POSITION:** **Director of Human Resources (ADM 4)**  
12-month, Management Position (Annual Appointment Basis)

**STARTING DATE:** August 1, 2013  
(Subject to Available Funding)

### MINIMUM QUALIFICATIONS:

Master's degree in related field and four years' experience in human resources management, including two years' supervisory; experience in a unionized public sector environment and/or higher education, with PeopleSoft (CoreCT) knowledge highly desirable plus strong oral and written communication skills; demonstrated ability to respond to and work with multiple constituencies.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

### RESPONSIBILITIES:

At a small college, the Director of Human Resources, a member of the management team, is responsible for managing a broad range of functions, including contract and grievance administration, labor relations, HRIS, payroll, employee benefits, recruitment and selection, employee development and training and affirmative action.

### MINIMUM SALARY:

\$76,131 approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

### TO APPLY PLEASE SUBMIT THE FOLLOWING ELECTRONICALLY:

(Only complete application packages will be accepted for consideration)

- Letter of Intent
- Resume
- Typed Employment Application (available at [http://www.nwcc.commnet.edu/humanresources/Human\\_Resources\\_Payroll/Professional\\_Employment\\_Application.pdf](http://www.nwcc.commnet.edu/humanresources/Human_Resources_Payroll/Professional_Employment_Application.pdf))
- Unofficial Transcripts from each Degree-Granting Institution
- Three letters of recommendation relevant to this particular position

You may email your application package to [NW-HumanResources@nwcc.commnet.edu](mailto:NW-HumanResources@nwcc.commnet.edu).

**APPLICATION DEADLINE:** **June 24, 2013**

NCCC is an EEO/AA employer, M/F. Protected group members are strongly encouraged to apply.

Visit our website at [www.nwcc.edu](http://www.nwcc.edu)